

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) NL10805001		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. NL11955	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 132B		14. Agency Use		15. Classified/Graded by Official Title of Position Pay Plan Occupational Code Grade Initials Date			
a. U.S. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review Program Integrator GS 0301 13 8/3/2000			
e. Recommended by Supervisor or Initiating Office		16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment U. S. Army Simulation, Training and Instrumentation Command		a. First Subdivision Command Analysis and Planning Office		b. Second Subdivision		c. Third Subdivision		d. Fourth Subdivision	
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)		20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		a. Typed Name and Title of Immediate Supervisor Jerry L. Stahl Director, CAPO		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature for John Daniele		Date 8/10/00		Signature		Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position USOPM Handbook of Occupational Groups and Families, Jul 99, HRCD-7; USOPM Administrative Analysis GEG, Jul 99, HRCD-7		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		Typed Name and Title of Official Taking Action James B. Godwin, Col, FA, Chief of Staff			
Signature JB Godwin		Date 8/14/00		23. Position Review Initials Date Initials Date Initials Date Initials Date		24. Remarks Position is at full performance level BUS: 7777			
25. Description of Major Duties and Responsibilities (See Attached)									

PROGRAM INTEGRATOR
GS-301-13

INTRODUCTION

Position is located in the Command Analysis and Planning Office of the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, instrumentation, targets, threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition, beginning with tech base programs and throughout each phase of the acquisition process. As a designated agent of the Command Analysis and Planning Office, incumbent serves as a Program Integrator with overall responsibility for managing contractor related research, production, programmatic and organizational issues that cut across the Command.

Major Duties:

1. Performs quick-turnaround, special project studies through applied research, investigation and examination techniques to produce solutions, evaluations and recommendations on a wide range of diverse day-to-day issues arising from the acquisition and development of simulation, training and instrumentation systems. 20%

2. Incumbent plans, directs, organizes, controls, coordinates, reviews and approves the efforts of contractors in support of personnel of STRICOM, the Naval Air Warfare Center and the Florida Simulation Center. Contractors are tasked by the Commanding General of STRICOM to perform top priority Army-wide or internal technical or managerial data collection in the effort to improve the efficiency and business processes of day to day activities of in the acquisition and development of simulation, training and instrumentation systems. Incumbent will plan, organizes and schedule the work of the contractors to include defining the standards for quality, timeliness and assess the results in terms of schedule, cost and risk involved. 20%

3. Serves as the Command's focal point for identifying, assessing, planning and directing participation in domestic and international conferences, symposia, and tradeshows which provide strategic business opportunities for the Command. Chairs the Exhibit Integrated Process Team and interacts directly with internal organizations in determining the level of participation, exhibit content and design. Coordinates with event organizers and other participants to obtain necessary exhibit space, materials and staffing requirements. 15%

4. Coordinates with a wide variety of external organizations, other Services, local business and community agencies to enhance STRICOM's support to modeling and simulation activities. Represents the Command on strategic planning boards, working groups, and other consortia to provide input and collect information on ongoing and future modeling and simulation activities. 15%

5. Prepares speeches, briefings and official correspondence for STRICOM Command Group. Serves on the Information Review Team, researching, writing and assessing material concerning STRICOM overall technical, programmatic and organizational issues, ensuring appropriate analysis of STRICOM information released externally or internally. Responsible for the coordination of all Staff Group efforts between the Command Group, PMs, Dirs, PAO, and SGS. Provides assistance and consultation concerning visitors, media or special events. Participates in the development of agendas for VIP visits, with external and internal points of contact. 20%

6. Responsible for reviewing DoD, DA, AMC, and TRADOC emerging policy, guidance and requirements from an organizational perspective in terms of how STRICOM might be impacted. Makes a recommendation on technical, programmatic and organizational changes necessary to implement new procedures. 10%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

In-depth knowledge of the processes and terminology used for the acquisition, development, fielding, and life cycle support of simulation, simulators, training and instrumentation systems. Expert analytical skills used to conduct studies on diverse issues arising from the acquisition and development of simulation, training and instrumentation systems.

Thorough knowledge of the organization and culture of the STRICOM enterprise in order to share and communicate the Commanding General vision for policy, procedures, and program methodology. A professional knowledge of the theories, principles, practices and techniques for organizational and team dynamics. Knowledge of the Balance Score Card, statistics, and Total Quality Management.

Expert skills and understanding of Contract Management with a special emphasis on automated database systems to integrate contractor data and information throughout the Command for acceptance into STRICOM's everyday business practices. Knowledge in all phases of the Planning, Programming, Budgeting and Execution System (PPBES) and a general understanding and working knowledge of the DOD 5000 series documents, the FAR, and AR 70-1.

Knowledge is used to conduct studies, prepare briefings and official correspondence for the Command Group on diverse issues arising from the acquisition and development of simulation, training and instrumentation systems. Knowledge is used to evaluate the content of new or modified policies and requirements for projected impact upon agency programs and resources. Knowledge is used to provide periodic synopsis of critical policy statements and make recommendations on technical, programmatic and organizational changes necessary to implement modified policies and requirements.

FACTOR 2. SUPERVISORY CONTROLS

Incumbent works under the supervision of the Staff Group team lead that provides funding and overall project objectives. The employee and supervisor develop mutually acceptable objectives, which identify the work to be done, the scope of the work, and deadlines and other measures for its completion.

The employee is responsible for planning and organizing the work, coordinating with staff and line management personnel, and

conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.

Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Completed work is also reviewed critically outside the employee's immediate office by staff and line management officials whose programs and employees would be affected by implementation of the recommendations.

FACTOR 3. GUIDELINES

Guidelines include local procedures, such as; Standard Operating Procedures, agency regulations, traditional practices, and organizational policies. Formal guidance includes; various DOD, DA, handbooks, and AMC regulations governing requirements determination, acquisition and business forecasting. Guidance is also in the form of basic administrative policy statements and requires the application of judgement and discretion in determining intent. Incumbent must interpret and adapt guidelines when necessary. The employee may develop more specific guidelines such as local procedures for implementation.

FACTOR 4. COMPLEXITY

Assignments require analysis of interrelated issues of effectiveness, efficiency, and productivity affecting major administrative programs of an agency. Difficulty exists in communicating and reaching consensus on recommendations for implementation. Additionally, studies are often complicated by the need to consider and evaluate the impact of changes in legislative and regulatory requirements; long-range program goals and objectives; political, economic, and social consequences of changes in the type or amount of services provided; or the changing nature of the program's clients and beneficiaries. Difficulty characteristic of this level is encountered in planning and establishing the long-range (more than 5 year) program goals, objectives, and measurement criteria.

FACTOR 5. SCOPE AND EFFECT

Incumbent studies, analyzes, and develops ways to improve the accuracy, adequacy, timeliness, and validity of data and systems for disseminating information about requirements, agency's programs and work force to managers in many echelons and/or geographic locations. Completed work contributes to the effectiveness, efficiency, and productivity of organizations within an agency. Manages contractors work which contributes to the optimum organization and provides timely feedback to the Commanding General on high priority issues that affect the Command.

FACTOR 6&7. PERSONAL CONTACTS/PURPOSE OF CONTACTS

Contacts include management and employees within STRICOM, AMC, TRADOC, DA, and DOD, as well as officials of other government agencies. These contacts will take the form of meetings, discussions, and briefings. The purpose of these contacts is to justify and explain findings, foster better understanding, and settle resolve involving issues such as recommendations affecting resources and program planning.

FACTOR 8. PHYSICAL DEMANDS

The work is primarily sedentary.

FACTOR 9. WORK ENVIRONMENT

The work is typically performed in an office setting.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11455002 (3)

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."